

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: MANAGER, OFFICE OF COMMUNICATIONS

JOB REQUISITION: 2595

LOCATION: SAN FRANCISCO, CALIFORNIA

OVERVIEW

The Judicial Council of California, Administrative Office of the Courts, is currently accepting applications for a Manager with the Office of Communications in the Executive Office Programs Division (EOP). One vacancy exists and the individual selected will be appointed at a level commensurate with his or her qualifications, including nature and extent of subject matter expertise and lead experience.

DEPARTMENT STATEMENT

The AOC's Executive Office Programs Division provides a diverse range of analytical and administrative support to the Judicial Council, Administrative Office of the Courts, and the Superior and Appellate Courts. Through its four service areas, AOC Media, Editing/Graphics, Program Services, and Web Communications, the Office of Communications is responsible for communications planning and implementation to further the goals of the Judicial Council and priority programs of the AOC.

RESPONSIBILITIES:

The Manager for the Office of Communications will manage the work of the unit including:

- Establishing priorities and standards for the Office of Communications service areas based on organization goals and objectives;
- Planning, implementing, and evaluating approved programs, including production of content in various media;
- Leading collaborative efforts to improve branchwide communications;
- Identifying public education opportunities and coordinating planning and implementation for outreach programs;
- Promoting collaborative efforts to ensure appropriate access to public records within the AOC and the court system;
- Securing adequate resources for communications programs;
- Coordinating agency responses to public records requests;
- Developing, advocating for, administering, and monitoring unit budgets;
- Selecting and developing staff including creating/reviewing performance and development plans and providing coaching/support as necessary to achieve program objectives; and
- Organizing/attending meetings as appropriate to keep informed of agency priorities and communications needs.

QUALIFICATIONS

Equivalent to possession of a bachelor's degree and six years of experience in the communications field, including a minimum of two years of increasingly responsible management experience.

In addition, desirable qualifications include:

Communications program management experience;

- Experience with a variety of media including print, broadcast, electronic, and Web-based communications;
- Experience with employee development and evaluation; and
- Strong project management skills.

MANAGER, OFFICE OF COMMUNICATIONS

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Ability to:

- Advise and provide consultation to executive management regarding effective communication strategies for internal and external audiences;
- Design statewide communication programs that educate, motivate and mobilize target audiences;
- Develop effective work teams and motivate individuals to meet goals and objectives and provide services in the most effective and efficient manner;
- Manage programs and staff often through subordinate supervision; and
- Adapt to rapidly changing needs and shifting priorities.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply by July 31, 2006, however, this position will remain open until filled.

To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers/view.htm, select job category "Public Info/Communications", and search for Job Req #2595, Manager, Office of Communications. This position requires the submission of our official application and response to the supplemental questions attached.

OR

To obtain a printed application, please visit:

Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688
415-865-4272 Telecommunications Device for the Deaf

PAY AND BENEFITS

SALARY RANGE: \$8,042 - \$9,774 per month

(Starting salary range may vary between \$8,042 and \$8,846 per month)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(K) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.

**Supplemental Questionnaire
For
Manager, Office of the communications
Job Req-2595**

This supplemental questionnaire is intended to provide more detailed information about your work experience. Your responses to the following questions will allow us to better assess your qualifications. Your answers to all of the questions should be no more than three pages (total) in length.

1. Please describe your experience in planning and implementing communications programs.
2. Please describe your experience in producing content in various media, including print, broadcast, electronic, and Web-based communications.
3. Please describe your experience in managing professional staff. Include the number and level of positions reporting to you and your general approach to management.